

Wisconsin Department of Safety and Professional Services

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Office Location: 1400 E. Washington Avenue
Madison, WI 53703
E-Mail: DSpscCredTrades@wi.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

INSTRUCTIONS FOR AUTOMATIC FIRE SPRINKLER CONTRACTOR APPLICATION

Requirements for Credential

Per [Wis. Admin. Code § SPS 305.50](#), pursuant to [Wis. Stats. § 145.15 \(4\), 145.165 and 145.175](#), no person may install, maintain or repair automatic fire sprinkler systems unless the person holds a license or registration issued by the Department as a licensed Automatic Fire Sprinkler Contractor, a licensed Journeyman Sprinkler Fitter, a registered Automatic Fire Sprinkler System Apprentice, a registered Automatic Fire Sprinkler Contractor Maintenance, or a registered Automatic Fire Sprinkler Fitter Maintenance. A credential is not required if a person is repairing, replacing or maintaining electrical supervisory devices for existing automatic fire sprinkler systems.

No person may conduct the annual activities relative to inspection and testing of an existing automatic fire sprinkler system and components as required by [Wis. Admin. Code § SPS 314](#) unless the person holds a license or registration issued by the Department as a licensed Automatic Fire Sprinkler Contractor, a licensed Journeyman Sprinkler Fitter, a registered Automatic Fire Sprinkler System Apprentice, a registered Automatic Fire Sprinkler Contractor Maintenance, a registered Automatic Fire Sprinkler Fitter Maintenance or a registered Automatic Fire Sprinkler System Tester or a registered Automatic Fire Sprinkler System Tester Learner.

Per [Wis. Admin. Code § SPS 305.51](#), except for work performed on an automatic fire sprinkler system by a person who holds an Automatic Fire Sprinkler Contractor Maintenance registration, a person licensed as an Automatic Fire Sprinkler Contractor shall be responsible for each installation of an automatic fire sprinkler system.

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

1. **Application and Fee:** The fee consists of a \$25 application fee and a \$100 exam fee. When the exam is passed the applicant will pay a \$2,000 prorated credential fee, based on a 4 year term from June 30th.
2. **Experience/Education/Certification:** A person applying for an Automatic Fire Sprinkler Contractor license examination shall have completed **one** of the following qualifications related to the engineering, principles and skills associated with the design, installation and maintenance of automatic fire sprinkler systems:
 - a. **Experience:** At least 1,000 hours of experience per year for at least 3 consecutive years as a licensed Journeyman Automatic Fire Sprinkler Fitter. **Complete** the Experience Table on Page 2.
 - b. **Education:** Graduated from an accredited 4 year university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers. **Attach** a copy of transcripts.
 - c. **Experience and Education:** At least 1,000 hours of experience per year for at least 7 years in automatic fire sprinkler design or installation. Each semester spent full time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler related program shall be considered equivalent to 500 experience hours, with no more than 3,000 hours and 3 years of experience through education being credited toward the 7 years of experience. **Complete** the Experience Table on Page 2. **Attach** a copy of transcripts, if applicable.
 - d. **Certification:** A level III certification in fire protection/automatic fire sprinkler system layout from the National Institute for Certification in Engineering Technologies (NICET). **Attach** a copy of the certification.
3. **Examination:** Select an exam date on Page 2. For additional information on exam content, please view the Department website at <http://dsps.wi.gov> under "Licenses, Permits, and Registrations" and select "Trades Professions."

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DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

APPLICATION FOR AUTOMATIC FIRE SPRINKLER CONTRACTOR LICENSE

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stats. § 440.12).

**PLEASE TYPE OR
PRINT IN INK**

☐ Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).

Last Name

First Name

MI

Date of Birth

 / /

Address (street, city, state, zip)

Daytime Telephone Number

 - -

Social Security #

 - -

Your Social Security Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law.

Have you ever held a Trades credential in WI? ☐ Yes ☐ No

If yes, list your credential number:

Email Address

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application.

☐ **I am seeking a Veteran Fee Waiver** (for Initial Credential Fee only, see further information below)

☐ **Initial Credential Fee**
\$25.00 Application Fee
\$100.00 Exam Fee
\$125.00 Total Fee Attached

☐ **Reinstatement Fee (credential expired more than 4 years)**
\$25.00 Application Fee
\$100.00 Exam Fee
\$25.00 Late Renewal Fee
\$150.00 Total Fee Attached

**APPLICATION IS NOT COMPLETE UNTIL ALL OF THE
FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

☐ **Fee and Application** (including signature on Page 3)

☐ **Supporting Documentation** (see Page i for instruction, i.e. copy of transcripts, copy of level III certification from NICET)

☐ Is name on all credentials the same? If not, list former/maiden name(s):

ARE YOU A VETERAN? If yes, please view the Department website at <http://dsps.wi.gov> under "Licenses, Permits, and Registrations" and select "Military Benefits Related to Licensure for Eligible Veterans Services Members and Spouses" for eligibility requirements.

If you qualify, are you requesting a waiver of your initial credentialing fee? ☐ Yes ☐ No

If Yes, provide a copy of your Department of Veterans Affairs voucher code and list your DVA Voucher Code Number:

You may contact the DVA at 1-800-WisVets or www.WISVET.com for assistance in obtaining your DVA Voucher Code and/or documents related to your training.

Wisconsin Department of Safety and Professional Services

EXPERIENCE TABLE:

Document at least 1,000 hours of experience per year for at least 3 consecutive years as a licensed journeyman Automatic Fire Sprinkler Fitter or at least 1,000 hours of experience per year for at least 7 years in automatic fire sprinkler design or installation. Use a separate row for each 12 month period. The witness must have observed or had knowledge of the number of work hours performed as a Journeyman Automatic Fire Sprinkler Fitter or in the design or installation of systems. Each semester spent full time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler related program shall be considered equivalent to 500 experience hours, with no more than 3,000 hours and 3 years of experience through education being credited toward the 7 years of experience. Copies of this page may be made to mail to witnesses to sign. (attach additional sheet(s) if necessary)

Month/Year Began	Month/Year Ended	Hours	Signature of Witness OR Name of School	Phone # of Witness
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TO SCHEDULE AN UPCOMING EXAM:

- Indicate a **first date choice (1)** and a **second date choice (2)** in the event one exam site is full.
- Submit the **fee and this application to the Department at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type.
- You will receive a letter from DSPS confirming your upcoming exam, including the time, date and location of the exam.
- If you need special accommodations, please contact us at DSPPCredTrades@wi.gov

This is a 5 hour exam. You will be scheduled for the A.M. session which starts at 8:00 A.M.

Pewaukee – WCTC Education Center 800 Main St., Pewaukee, WI 53072	<input type="checkbox"/> October 26, 2016	<input type="checkbox"/> November 9, 2016	<input type="checkbox"/> December 14, 2016	
	<input type="checkbox"/> January 25, 2017	<input type="checkbox"/> February 15, 2017	<input type="checkbox"/> March 8, 2017	<input type="checkbox"/> April 5, 2017
	<input type="checkbox"/> May 17, 2017	<input type="checkbox"/> June 21, 2017	<input type="checkbox"/> July 12, 2017	<input type="checkbox"/> August 23, 2017
	<input type="checkbox"/> September 27, 2017	<input type="checkbox"/> October 11, 2017	<input type="checkbox"/> November 8, 2017	<input type="checkbox"/> December 19, 2017
Eau Claire – SleepInn Conference Center 5872 33 rd Ave., Eau Claire, WI 54703	<input type="checkbox"/> February 2, 2017	<input type="checkbox"/> April 18, 2017	<input type="checkbox"/> June 6, 2017	<input type="checkbox"/> August 8, 2017
	<input type="checkbox"/> October 24, 2017	<input type="checkbox"/> December 6, 2017		
Eau Claire – Best Western Plus Conference Center 3340 Mondovi Rd., Eau Claire, WI 54701		<input type="checkbox"/> December 7, 2016		
Appleton - Fox Valley Technical College 1825 North Bluemound Dr., Appleton 54914	<input type="checkbox"/> November 22, 2016	<input type="checkbox"/> January 11, 2017	<input type="checkbox"/> March 21, 2017	<input type="checkbox"/> May 3, 2017
	<input type="checkbox"/> July 25, 2017	<input type="checkbox"/> September 12, 2017	<input type="checkbox"/> November 21, 2017	

CONTINUING EDUCATION AND RENEWAL REQUIREMENTS: Please view the Department website at <http://dsps.wi.gov> under “Licenses, Permits, and Registrations” and select “Trades Professions.”

Wisconsin Department of Safety and Professional Services

CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- ☐ A citizen or national of the United States, or
- ☐ A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature: Date: / /